WORK ASSIGNMENT 0-03

Title: DfE: Safer Product Labeling Program

Contractor: SRC, Inc. **Contract No.:** EP-W-12-003

Estimated Period of Performance: Date of issuance through December 31, 2012
Estimated Level of Effort: 4640 hours

Key EPA Personnel:

Project Officer	**Work Assignment Manager**
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Background and Purpose:
EPA's Design for Environment (DfE) Program is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on risk, performance, and cost, and by providing standardized analytical tools for industry application. There are two major programs within DfE: the Safer Product Labeling Program, and the Alternatives Assessment Program. This work assignment pertains to the Safer Product Labeling Program.

The Safer Product Labeling Program encourages partners to reformulate products to be environmentally safer, cost competitive, and effective. Currently, DfE labels more than 2,700 products made by almost 500 companies. More information on the Safer Product Labeling Program is available on the DfE website at:
http://www.epa.gov/dfe/pubs/projects/formulat/saferproductlabeling.htm.

This work will involve meeting with stakeholders, responding to inquiries, tracking partnership activities, writing documents, as well as conducting supporting research, including investigating the life-cycle impacts of products and their ingredients. The schedule and tasks are described below. Also, DfE outreach materials and technical support are needed to improve consumer knowledge of the DfE label, and to increase the use of safer cleaning products in accordance with our mission to protect human and environmental health.

In addition, DfE will continue the Safer Detergents Stewardship Initiative (SDSI). DfE will recognize companies, facilities, and others who voluntarily commit to formulate and encourage the use of safer detergents and other products that traditionally contain NPEs. Among the latter are fire fighting foams, pulp and paper processing chemicals, and antifreeze. An expanded SDSI

will play an important role in implementing the Agency action plan for NPEs. Special recognition would be given to companies whose products meet the criteria for both SDSI and the DfE Safer Product Labeling Program, which qualifies products to carry the DfE logo.

Tasks and Deliverables:

The WAM will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WAM's comments.

Section 508 compliance requirements. All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: **http://www.access-board.gov/sec508/guide/.**

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

QUALITY ASSURANCE (QA) REQUIREMENTS

The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

Task 1 - Submit Workplan
The contractor shall submit a work plan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task, and a staffing plan. The WAM and the PO and the CO will review the workplan. However, only the CO can approve/disapprove, suggest revisions, or change the workplan. Official revisions will be given to the contractor by the Contracting Officer. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Task 2 - Logistical and Technical Support for the DfE Safer Product Labeling Program (Tasks under this WA fit under Contract References for "common tasks": Paragraph 3.A., Page 1-10; Paragraph 3.B., Page 1-10; Paragraph 3.D., Page 1-10; Paragraph 3.E., Page 1-11; Paragraph 3.F., Page 1-11.)

Task 2.1: Logistical Support for DfE Safer Product Labeling Program
The Contractor shall provide technical support to the WAM for the DfE Safer Product Labeling

Program. Examples of this technical support include website improvement, scoping new product sectors, accompanying the WAM at meetings (approximately 15-20) or conference calls (approximately 2-3), responding to and incorporating comments, preparing fact sheets and reports, taking notes at meetings, tracking information submitted to DfE, NSF International, and ToxServices, and for recognized products, keeping the website up-to-date, maintaining DfE measures, providing standard correspondence with stakeholders, and maintaining DfE FAQs (Frequently Asked Questions). Specific comments to be addressed, information to be included, meetings to support, and other activities will be identified by the WAM through written technical direction.

The Contractor shall assume the need to respond to 20 inquiries per week and track over 500 partners and over 2,700 products.

Task 2.2: Outreach for DfE Safer Product Labeling Program

The Contractor shall prepare outreach materials for the DfE Safer Product Labeling Program, a specified in written technical direction from the WAM. The Contractor shall schedule and accompany the WM to meetings and prepare drafts of materials.

Task 2.3: Updating DfE Criteria for Safer Chemical Ingredients and the DfE Standard

This task covers updating safer ingredient criteria and requirements in the DfE Standard for the Safer Product Labeling Program. More information on the DfE safer ingredient screens is available on the DfE web site at http://www.epa.gov/dfe/pubs/projects/gfcp/index.htm.

Project planning – The contractor shall make recommendations to the WAM regarding how DfE can develop a detailed timeline that identifies milestones and assigns responsibilities and due dates.

Updating and adding ingredient classes – The contractor shall provide technical assistance to the WAM in reviewing the list of functional classes of ingredients used in cleaning and other products, which has been commented on by the Green Chemistry in Commerce Council (GC3) stakeholder group, and update the list and priorities based on the most efficient grouping of the classes and an assessment of available data.

The contractor shall:

1. Identify and initiate convening stakeholders
2. Prepare meeting materials and facilitate discussions
3. Develop draft and final updated versions of the DfE Standard and associated Criteria for Safer Chemical Ingredients.

Task 2.4: Scoping-Level Life-Cycle Assessment of Chemically-Intensive Products

This task involves conducting a scoping-level life-cycle assessment of chemically-intensive products recognized by the DfE Safer Labeling Program. EPA WAM will provide a bill of

materials to the contractor for the products of interest, in order to conduct the assessment. The contractor shall conduct the scoping-level LCA using an approach involving: Phase 1--model construction, and Phase 2--analysis and dissemination of the results. The Contractor shall assume the analysis of three model DfE products.

Task 2.5: Support DfE Safer Product Labeling Program - Chemistry profiles shall be developed for the selected chemicals under the Formulator Program and shall identify the structure, Chemical Abstract Service Number, chemical name, function, any trade names and manufacturer's name as provided by submitter, and chemical and physical properties of the compounds of interest. Information shall be provided by a the WAM in written technical direction. The contractor shall use available resources, expertise, and knowledge to complete the chemical profile. Resources, such as Chemfinder or CAS on-line may be used to identify a structure. Physical and chemical properties may be obtained by the use of Estimation Programs Interface (EPI), chemical property estimation software, which includes BIOWIN (predicted biodegradability) and BCFWIN (estimated bioconcentration factors); and the search of Toxic Substance Control Act (TSCA) files. In addition, published chemistry literature such as, *Beilstein* or *Kirk Othmer* shall be used. The WAM shall provide the contractor with a boilerplate to complete this task.

The contractor shall develop reports from the DfE Partner's database. The contractor shall provide to the WAM three copies of all reports and an electronic version in Microsoft Work. Reports shall include literature or research citations and a copy of the literature cited.

Task 2.6: Environmental Fate and Hazardous Profiles - The identification of structural analogues for the selected chemicals under investigation is helpful in preparation of health and safety profiles. The contractor shall identify analogs, using key properties or substructure searches, literature searches, and professional experience. When identifying existing chemical analogues, the following information shall be obtained: CAS number, chemical name, chemical structures and identification of available data such TSCA section 8(e) submissions or TSCA section 5 Premanufacture Notices (PMNs). Relevant data shall be provided with the following information: section 8(e) or PMN ID number, measured values identified for the chemicals under evaluation, study type, study duration, route of administration, species, dose level, effect levels, and clinical signs, pathology and histopathology findings.

Task 2.7: Green Chemistry Practices - Selection of environmental fate information shall be based on available data from studies or estimation models, such as EPI. Toxicity information (ecological and health) for candidate chemicals shall be compiled from hazard data for both analogs and classes of chemicals. This task can be accomplished through the use of ECOSAR (Ecotoxicity of Structure-Activity Relationships Tool) and literature searches. The contractor shall also identify other EPA priorities such as whether a chemical is listed as a priority pollutant, a hazardous air pollutant, a high production volume (HPV) chemical, a potential ozone depletor, a PBT (persistent-bioaccumulative-toxic), or other categories. The WAM shall provide the contractor with a boilerplate to complete this task.

Task 2.8: Green Chemistry Report - Pollution Prevention through Green Chemistry, an ultimate goal of the project, is defined as the use of chemical principles and methodologies to achieve source reduction in industrial processes such that the potential impacts on human health and the environment are reduced relative to the current state of the art. Areas to research for the purpose of identifying examples of Green Chemistry practices for candidate chemicals include synthesis, catalysis, analysis, monitoring, separations and reaction conditions. Sources to be employed for the identification of green chemistry practices may include PMN submissions, information on existing chemicals, technical articles on new processes under development, industry trade associations, industry representatives, specialists for information on state-of-the-art technologies, or a patent search for new technologies that have received patents in recent years. The contractor shall perform a P2-Green Chemistry Opportunities analysis only on chemicals profiled under this project. A report under this task includes possible causes of the problem statement such as waste produced or hazard. The report shall also include suggested approaches for waste/hazard reduction, including redesign of chemicals or processes (such as the use of alternative pathways, feedstocks, synthetic steps, catalysts, etc.).

Task 2.9: Documentation

The contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Deliverables and schedule under Task 2

In addition to the specific tasks summarized in table 1, other deliverables within the scope of the above task and a schedule in support of this task will be provided by the WAM in written technical direction.

Proposed Deliverables for Task 2.

The Proposed deliverables for Task 2 are generally defined as either a Standard Deliverable (SD) or a Quick Turn-around (QuickTU) product. Each delivery under Task 2 may be considered either a SD or a QuickTU. If identified during the period of performance, an SD deliverable can be converted to QuickTU deliverables to allow changes in DfE priorities to be addressed during the anticipated period of performance, in written technical direction from the WAM.

Table 1: SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA WAM:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 1: SUBMIT WORKPLAN			
1a.	Workplan		within 15 calendar days of receipt of work assignment

1b.	Revised workplan		within 3 calendar days of receipt of comments from the CO, if required
TASK 2: SUPPORT FOR THE SAFER PRODUCT LABELING PROGRAM			
Task 2.1	DfE Safer Product Labeling Program Logistical Support • 2 website updates • 2 fact sheets directed at product manufacturers and consumers • 2 updates to listing of partners and products	1 electronic copy per instance	14 calendar days after receipt of the request, or within the delivery schedule identified by the WAM in written technical direction
Task 2.2	Materials for DfE Outreach • 1 toolkit for retailers • 4 notes from outreach calls with product manufacturers • 1 plan for product manufacturers to highlight DfE partnership • 1 plan for retailer to highlight DfE partnership • 1 plan for outreach to national TV show • 1 plan for outreach to environmental and health bloggers, to include developing talking points about DfE program for a broad audience with a focus on "Do green cleaners work? • 1 draft web page with consumer friendly, searchable database of DfE products for our webpage • 1 fact sheet for broad audience for conferences	1 report or draft web page per instance	Meeting or teleconference to refine requirements: 30 days after WA approval Draft : 90 after WA approval Final: 150 days after WA approval
Task 2.3	Develop one draft update to DfE standard and updates to the Criteria for Safer Chemical Ingredients	1 + 1 draft updates	Meeting or teleconference to refine requirements: 30 days after WA approval Draft: 90 after WA approval Final: 150 days after WA approval

Task 2.4	Scoping-Level Life-Cycle Assessment of Chemically-Intensive Products	1 report	Meeting or teleconference to refine requirements: 30 days after WA approval Draft : 90 after WA approval Final: 150 days after WA approval
Task 2.5	Chemistry Profile and Identify Existing Analogues	Electronic and/or hardcopy as determined during assignment	**Within 30** working days for standard deliverables, and within 14 working days after assignment of a Quick TU delivery schedule. Schedule for in-progress assignments may be modified as EPA priorities change
Task 2.6	Standard Deliverable / Quick Turn-around report on Environmental Fate and Hazard Profiles	Electronic and/or hardcopy as determined during assignment	Within 14 working days of review as assigned
Task 2.7	Standard Deliverable / Quick Turn-around examples of Pollution Prevention through Green Chemistry Practices	Electronic and/or hardcopy as determined during assignment	Within 14 working days of review as assigned
Task 2.8	Standard Deliverable / Quick Turn-around report of Green Chemistry Report(s)	Electronic and/or hardcopy as determined during assignment	Within 14 working days of review as assigned
Task 2.9	Documentation	As identified by WAM in written technical direction	As identified by WAM in written technical direction